

Kindergarten Readiness Snapshot Implementation Checklist and Guide

Checklist	Date Completed	Resources
Setting up your Program—Have you . . . ?		
___ Received your login information for ASQ Online?		If you still need to receive your ASQ Online log-in information, complete the request form .
___ Purchased your ASQ-3 and ASQ:SE-2 Starter Kits?		http://agesandstages.com/ks/order-asq/
___ Entered your keycodes into ASQ Online?		<ul style="list-style-type: none"> • Watch the Getting Started with Administrators support module • Watch the How to Enter Keycodes short video • Quick Reference Guide for Administrators p. 6
___ Set up your Family Access pages?		<ul style="list-style-type: none"> • Watch the Setting up Family Access for your Program support module • Watch the Setting Up Family Access Short Video • Quick Reference Guide for Administrators p. 19-22 • Sample Family Access Text for ASQ-3 • Sample Family Access Text for ASQ:SE-2
___ Created user accounts for your staff? ___ Allowed staff to practice in the ASQ online system through July 31, 2018 with online user names & passwords.		<ul style="list-style-type: none"> • Watch the Getting Started with Administrators support module • Watch the How to Enter Keycodes short video • Quick Reference Guide for Administrators p. 7-8
___ Decided how Child Profiles and Caregiver Profiles will be entered into ASQ Online? ___ Parents/Caregivers will enter child and caregiver profiles as they complete ASQ online Family Access. <i>If Parents/Caregivers are unable to complete online Family access, these two options are available.</i> ___ Program Administrators will create Profiles <p style="text-align: center;">-OR-</p> ___ Teachers will create Profiles for their classrooms		<ul style="list-style-type: none"> • Watch Getting Started with Administrators support module • Watch How to Import Data short video • Review pp. 11–14 Quick Reference Guide for Administrators • Review Import Guide • Use Sample Import File • Watch the How to Add Child and Caregiver Profiles short video • Review pp. 9–10 Quick Reference Guide for Administrators • Watch How to Add Child and Caregiver Profiles short video • Review pp. 7–8 Quick Reference Guide for Teachers

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Screening Preparation—Have you . . . ?												
<p>___ Removed your practice data/Pilot 2016 data? Note: Remove all practice/pilot data before August 1, 2018!</p>		<ul style="list-style-type: none"> • Watch the How to Export, Archive, and Delete Data short video 										
<p>___ Decided how you are going to provide questionnaires to parents/caregivers?</p> <p><i>Parents complete online questionnaire independently:</i></p> <p>___ Email ASQ Online Family Access link to parents</p> <p>___ Share flyer with link to ASQ Online Family Access (send home in child’s folder, give at parent event)</p> <p>___ Set up to complete online questionnaire at school (parent visit, slow start, back-to-school night, family education event)</p> <p><i>Parents complete paper questionnaire independently:</i></p> <p>___ Send questionnaire home for parents to complete and return</p> <p>___ Set up to complete paper questionnaire at school (parent visit, slow start, back-to-school night, family education event)</p>		<ul style="list-style-type: none"> • Watch the Preparing for Questionnaire Completion support module • Watch the How to Print Blank Questionnaires short video • Watch the How to Create Documents short video • Watch the How to Create Packets short video • Quick Reference Guide for Administrators p. 23-31 										
<p>___ Decided what introductory materials you are going to provide to parents/caregivers?</p> <table border="1" data-bbox="134 1052 848 1377"> <thead> <tr> <th data-bbox="134 1052 478 1092">ASQ-3</th> <th data-bbox="478 1052 848 1092">ASQ:SE-2</th> </tr> </thead> <tbody> <tr> <td data-bbox="134 1092 478 1141"><input type="checkbox"/> What is ASQ-3?</td> <td data-bbox="478 1092 848 1141"><input type="checkbox"/> What is ASQ:SE-2?</td> </tr> <tr> <td data-bbox="134 1141 478 1222"><input type="checkbox"/> Parent Family Access Letter with ASQ-3 URL</td> <td data-bbox="478 1141 848 1222"><input type="checkbox"/> Parent Family Access Letter with ASQ:SE-2 URL</td> </tr> <tr> <td data-bbox="134 1222 478 1304"><input type="checkbox"/> Parent Questionnaire Cover Letter, ASQ-3</td> <td data-bbox="478 1222 848 1304"><input type="checkbox"/> Parent Questionnaire Cover Letter, ASQ:SE-2</td> </tr> <tr> <td data-bbox="134 1304 478 1377"><input type="checkbox"/> Parent Welcome Letter</td> <td data-bbox="478 1304 848 1377"><input type="checkbox"/> Parent Welcome Letter</td> </tr> </tbody> </table>	ASQ-3	ASQ:SE-2	<input type="checkbox"/> What is ASQ-3?	<input type="checkbox"/> What is ASQ:SE-2?	<input type="checkbox"/> Parent Family Access Letter with ASQ-3 URL	<input type="checkbox"/> Parent Family Access Letter with ASQ:SE-2 URL	<input type="checkbox"/> Parent Questionnaire Cover Letter, ASQ-3	<input type="checkbox"/> Parent Questionnaire Cover Letter, ASQ:SE-2	<input type="checkbox"/> Parent Welcome Letter	<input type="checkbox"/> Parent Welcome Letter		<ul style="list-style-type: none"> • Watch the Preparing for Questionnaire Completion support module • Watch the How to Print Blank Questionnaires short video • Watch the How to Create Documents short video • Watch the How to Create Packets short video • Quick Reference Guide for Administrators p. 23-31
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Screening Completion—Have you . . . ?		
<p><input type="checkbox"/> Decided how your screening results will be entered into ASQ Online?</p> <p><input type="checkbox"/> I will enter results manually using the Long or Short data entry form</p> <p><input type="checkbox"/> I will have teachers enter results manually using the Long or Short data entry form</p> <p><input type="checkbox"/> Screening results will come from Family Access Who will be responsible for accepting screenings from Family Access and assign them to the appropriate teacher? _____</p>		<ul style="list-style-type: none"> • Watch Entering Questionnaire Data into ASQ Online support module • Watch How to Enter Questionnaire Responses (Long vs Short Form) short video • Review pp. 32–34 Quick Reference Guide for Administrators • Watch How to Enter Questionnaire Responses (Long vs Short Form) short video • Review pp. 21–23 Quick Reference Guide for Teachers • Watch How to Complete a Questionnaire Using Family Access short video • Review pp. 35–38 Quick Reference Guide for Administrators <p>See pp. 40–41 Quick Reference Guide for Administrators for instructions on how to set up alert messages (text or email)</p>

Checklist	Date Completed	Resources												
Follow-up and Next Steps—Have you ... ?														
____ Decided how you will review Questionnaire results?		<ul style="list-style-type: none"> • Watch the Interpreting results and next steps support module • Quick Reference Guide for Administrators p. 42-56 												
____ Decided what follow-up materials you will share with parents/caregivers and when? <ul style="list-style-type: none"> • If results are cause for concern? • If results are monitoring zone? • If results are typical? <table border="1" data-bbox="170 578 861 886"> <thead> <tr> <th data-bbox="170 578 485 618">ASQ-3</th> <th data-bbox="485 578 861 618">ASQ:SE-2</th> </tr> </thead> <tbody> <tr> <td data-bbox="170 618 485 691"><input type="checkbox"/> Parent Feedback Letter: Typical</td> <td data-bbox="485 618 861 691"><input type="checkbox"/> Parent Feedback Letter, Typical</td> </tr> <tr> <td data-bbox="170 691 485 764"><input type="checkbox"/> Parent Feedback Letter: Monitoring</td> <td data-bbox="485 691 861 764"><input type="checkbox"/> Parent Feedback Letter, Monitoring</td> </tr> <tr> <td data-bbox="170 764 485 837"><input type="checkbox"/> Parent Conference Sheet</td> <td data-bbox="485 764 861 837"><input type="checkbox"/> Parent Conference Sheet</td> </tr> <tr> <td data-bbox="170 837 485 911"><input type="checkbox"/> Intervention Activities</td> <td data-bbox="485 837 861 911"><input type="checkbox"/> Intervention Activities</td> </tr> <tr> <td data-bbox="170 911 485 984"><input type="checkbox"/> Learning Activities</td> <td data-bbox="485 911 861 984"><input type="checkbox"/> Learning Activities</td> </tr> </tbody> </table>	ASQ-3	ASQ:SE-2	<input type="checkbox"/> Parent Feedback Letter: Typical	<input type="checkbox"/> Parent Feedback Letter, Typical	<input type="checkbox"/> Parent Feedback Letter: Monitoring	<input type="checkbox"/> Parent Feedback Letter, Monitoring	<input type="checkbox"/> Parent Conference Sheet	<input type="checkbox"/> Parent Conference Sheet	<input type="checkbox"/> Intervention Activities	<input type="checkbox"/> Intervention Activities	<input type="checkbox"/> Learning Activities	<input type="checkbox"/> Learning Activities		<ul style="list-style-type: none"> • Watch the Interpreting results and next steps support module • Quick Reference Guide for Administrators p. 42-56 • Watch the How to create documents short video • Watch the How to create packets short video • Watch the How to print learning activities short video
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____ Decided what reports you will generate to review and share results?		<ul style="list-style-type: none"> • Watch the Using ASQ Online reports to analyze data support module • Quick Reference Guide for Administrators p. 57-62 • ASQ Online Reports Guide 												

Kindergarten Readiness Snapshot Timeline

Tasks	Date(s)
<ul style="list-style-type: none"> • Administrators Receive Access to ASQ Online • Set Up Users • Enter Keycodes 	March 2018 – May 2018
<ul style="list-style-type: none"> • Set up Family Access • Get familiar and practice entering data into ASQ Online 	March 2018 – May 2018
<ul style="list-style-type: none"> • Data Cleanup (Remove 2016 Pilot data and practice data from ASQ Online) 	July 2018
<ul style="list-style-type: none"> • Setup Child and Caregiver Profiles* (Optional) • Import Child and Caregiver Profile Data* (Optional) • Prepare Screening Materials • Set up any new users that need access <p style="margin-left: 20px;">*If your program is using Family Access, you do not need to create or import Child and Caregiver Profile data</p>	July 2018
<ul style="list-style-type: none"> • Kindergarten Readiness Snapshot Administration 	August 1, 2018 – September 20, 2018
<ul style="list-style-type: none"> • Review Screening Results • Follow-up with Parents • Prepare Reports 	October 2018
<ul style="list-style-type: none"> • Data Cleanup (Archive Data) 	June 30, 2019